

IN THE CIRCUIT COURT OF ST. LOUIS COUNTY, MISSOURI
21ST JUDICIAL CIRCUIT
CREVE COEUR MUNICIPAL DIVISON

TO COUNSEL: EFFECTIVE JANUARY 1, 2017

On November 1, 2016 the City of Creve Coeur initiated an Office of the Municipal Prosecutor.

Correspondence should be directed to: Office of the Municipal Prosecutor
300 N. New Ballas Road
Creve Coeur, MO 63141

The Prosecutor's Office is staffed by one full-time clerical assistant.

Gigi Videmschek, Prosecutor's Assistant

gvidemschek@crevecoeurmo.gov

Phone: 314-442-2089 Fax: 314-442-2090

Please note the following changes with filing procedures:

By Order of this Court:

- Entries of Appearance must be filed with the Creve Coeur Municipal Court. The Court's mailing address is:
Creve Coeur Municipal Court
300 N. New Ballas Road
Creve Coeur, MO 63141

- Office hours in person are 8:30-5:00 pm, Monday-Friday, excluding city holidays and court dates. Office hours on court dates are 8:30-3:30pm. 24 hour filing service is available via LawSourceLive. In addition, a 24 hour drop box is located outside the Municipal Court Office. A file stamped copy will be returned upon processing. Please include a self-addressed stamped envelope for return service. The fax number for filing is 314-432-1962.

- If you wish to request a recommendation, submit a copy of your Entry of Appearance along with a separate Request for Recommendation to the Office of the Municipal Prosecutor. Please ensure your Missouri Bar number is included with your entry. If you have a change of address, you must submit a separate notice to the Municipal Court for updating of the electronic attorney data base.

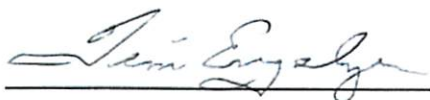
- Request for discovery should be filed with the Office of the Municipal Prosecutor. The Court will not process requests for discovery and/or recommendations. You must include a blank flash drive (preferred method for best quality and due to video size) or DVD-R along with a self-addressed postage paid envelope for return of service. Please consider the case type and ensure your recording device and return envelope are comparable in size to the amount of materials requested.

-Requests for continuance from a court hearing must be filed in writing with the Creve Coeur Municipal Court PRIOR to the court date. The Prosecutor's Office will not continue cases.

- For recommendations which do not require a court appearance, a copy of the *signed recommendation by defense counsel* must be submitted to the court office prior to the court date or with payment. No payments will be processed without the signed copy of the recommendation. Court office hours for payments are Monday-Friday, excluding holidays and weekends, 8:30-4:00pm. The payment office closes at 3:30 on court dates. A 24 hour drop box is located at the rear of the building inside the lobby entrance. Payments which are authorized to be made online will not be applied until a signed copy of the recommendation is submitted to the court. Payments may be mailed or paid in person at the Creve Coeur Violations Bureau at 300 N. New Ballas Road, Creve Coeur, MO 63141. Payments may be made with credit/debit by visiting www.crevecoeurpayments.com or by calling 1-855- 579-6458. A small service fee will apply for all credit/debit card payments regardless of payment location utilized. Please note online/phone payments will not be applied until a copy of the signed recommendation is filed with the court.

- Updated court date information may be found on www.municourt.net or by calling the court office. You may also visit www.crevecoeurmo.gov for additional information regarding court procedures and the Office of the Municipal Prosecutor.

SO ORDERED this 1st day of January ' 2016



Hon. Timothy Engelmeyer